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CONFIDENTIAL

18 FEB 1962

MEMORANDUM FOR: Acting Comptroller

FROM : Acting Chief, Finance Division

SUBJECT : Transfers of Accountability to Stations Following Class B Accounting and Reporting Procedures of Advances to Employees PCS to the Stations

1. This memorandum contains recommended action as stated in paragraphs five and six.

2. In policing accounts receivable from employees (Acct. No. 144.1), we have been encountering considerable difficulty with respect to those advances made to personnel assigned PCS to stations following Class B accounting procedures.

3. Procedures currently in effect provide that these advances be retained in Headquarter's accounts and that the travel accountings of the employees be submitted through the stations of their assignments to Headquarters for audit and certification. Under this procedure, the Chief of Station where the employee is assigned PCS is not formally advised of the advances made to or on behalf of the employee and for which accountings should be promptly made. In fact, in the analysis of delinquent accounts, there were few cases in which it could be established that employees had been formally advised of payments made on their behalf and amounts advanced to them for which they should submit accountings.

4. As you will recall, during a recent review of the delinquent accounts of personnel assigned to the Africa Division, it was noted that several involved personnel assigned to stations following Class B accounting procedures. It is my understanding that you approved a proposal to transfer these and similar advances to the appropriate stations for settlement.

5. In order that the administration over the accounting for these advances can be properly carried out, that is by the Chief of Station who has immediate administrative responsibility over the personnel assigned, it is recommended that regulations and handbooks be revised to provide that the accountability for advances made to personnel assigned PCS to a field station following Class B accounting procedures be transferred to the field station. These advances, like those locally made by a station will be administered by the Chief of Station, and accountings or refunds received processed and recorded in the station's financial records.

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6. It is further recommended that this Office be authorized to immediately begin transferring these advances to the stations and that the Technical Accounting Staff be requested to expedite appropriate revisions to regulations and handbooks.

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APPROVED: 

Acting Comptroller

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